

ADMISSIBILITY OF A REQUEST TO THE COMMISSION FOR THE CONTROL OF INTERPOL'S FILES

1. The person submitting the request

- Is the person concerned by the possible processing of data (the Applicant); or
- The Applicant's duly authorized representative (e.g. a lawyer, a family member, etc.); or
- in case the Applicant is an entity, the individual who has standing or authority to represent the entity.

2. Identification of the Applicant or his/her representative

- A copy of the Applicant's identity document. This official document must bear all the necessary elements to identify the person (name, family name, date of birth and photograph, at a minimum) and not be redacted (no erasures, illegible characters, etc.);
- Unless the Application form is used, the original copy of a power of attorney signed by the Applicant, if the request is submitted by the Applicant's **representative.** The Power of attorney should authorize the representative to access any information about that person recorded in INTERPOL's files.
- in case the Applicant is an entity, an official document bearing its full name, date of incorporation or registration, registration number (if any), and official address. A document proving the individual's standing or authority to represent the entity shall also be provided.

NB: in case of submission of a request on behalf of a minor, the Applicant shall provide the copy of a document stating the relationship with the minor, such as a birth certificate. The Commission will also require the copy of an identity document of the minor.

3. Purpose of the request

→ The purpose of the request can be explained either on the Application Form or in a letter. In either case, the document must:

- Be signed by the Applicant or by his/her duly authorized representative;
- Be written in one of the Organization's **four working languages** (Arabic, English, French or Spanish);
- Indicate its purpose (i.e., simple request for access to INTERPOL's files, or a request for correction or deletion of data);
- Be sent by post to the Commission (see "Contact the Commission").

→ For a request for access, the Applicant should also provide the copy of any document, which leads him/her to believe there are data concerning him/her processed through INTERPOL's channels.

→ For a request for correction and/or deletion of data, the Applicant should also provide:

- A precise but short summary of facts, and an explanation of the violation(s) of applicable rules, not exceeding 10 pages;
- Any relevant information and documentary evidence in support of the complaint (in particular, court decisions, decisions of other authorities, or arrest warrants);
- Any information concerning the applicant that might be relevant when studying the case, such as his/her previous and current functions, pending legal actions, etc.

Please note that the Commission is only required to take into consideration documents, which have been translated into one of INTERPOL's working languages (Arabic, English, French, Spanish) and certified, if necessary.